

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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APRIL 10, 2001

FROM: MARK H. UFFER, Director
Arrowhead Regional Medical Center

SUBJECT: INCREASE TO IMPREST FUND

RECOMMENDATION: Approve an increase to the Imprest Fund at the Arrowhead Regional Medical Center (ARMC) in the amount of \$1,510 for a total Imprest Fund of \$19,985.

BACKGROUND INFORMATION: The Medical Center has a total Imprest Fund of \$18,475 which consists of twenty-seven change funds, transportation funds, and petty cash funds throughout the institution and outlying clinics. The Patient Accounts department currently has a change fund of \$1,490. Due to the steady increase in the hospital census, outpatient clinic visits, and emergency room visits, the Medical Center has seen an approximate 20% increase in vending and cafeteria sales. The Patient Accounts department has been averaging \$1,500 per week in change orders from Bank of America. The current fund of \$1,490 is inadequate to maintain an acceptable level of change and get a quick turn around of change orders from the bank.

The Patient Accounts change fund needs to be increased by \$1,510 to a total of \$3,000, which would bring the total Medical Center imprest fund up to \$19,985.

REVIEW BY OTHERS: This item has been reviewed by the County Administrative Office (Dean Arabatzis) and the Internal Audits Division of the Auditor/Controller's Office.

FINANCIAL IMPACT: There is no additional financial liability to the County as a result of this increase.

SUPERVISORIAL DISTRICT(S): All

PRESENTER: Mark H. Uffer, Director, Arrowhead Regional Medical Center

Record of Action of the Board of Supervisors

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